



OKLAHOMA NATIONAL GUARD
JOINT FORCE HEADQUARTERS
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JFHQ-HR

6 November 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Scheduling Full Time Unit Support (FTUS) Mandatory Training at the National Guard Professional Education Center

1. The purpose of this memorandum is to establish procedures for scheduling AGR or technician personnel for mandatory training at the National Guard Professional Education Center (PEC). The intent of this action is to improve OKNG readiness by ensuring that full-time support (FTS) personnel have the job-specific skills required for their duty position.
2. National Guard Bureau, Personnel Policy and Readiness Division, has published the FY 07/08 policy on FTUS Training. A copy of the memorandum, dated 5 May 06, is enclosed. The policy identifies mandatory PEC training and the associated FTS duty positions.
3. The AGR Management Office (OKHRO-AGR) will coordinate with the HRO Human Resources Development Specialist (HRDS) to request PEC training for new AGR employees at the time of in-processing. Once a reservation is confirmed, the HRDS will publish orders utilizing centralized PEC funding. Reservations will be changed only for valid mission requirements, medical issues or family emergencies.
4. In the case of AGR reassignments or transfers, the AGR office will advise the command of the FTS training requirement and establish a suspense for training completion. The training should be completed within one year of reassignment or transfer to the new FTS position.
5. The Surface Maintenance Manager will identify technician personnel requiring the OMS (FMS) Readiness Course and ensure that the individuals are scheduled for training. OMS Shop Chiefs should complete the training within six months of assignment. Centralized funds are available for travel to PEC.
6. The Deputy Chief of Staff for Information Management (DCSIM) will identify personnel who require information technology training through PEC and schedule the training accordingly. Centralized funds are available for travel to PEC for required courses.
7. It is recommended that on-board personnel who have not attended training schedule through their unit training officer to reserve a training slot in upcoming classes. Available courses can be found by visiting; <http://www.pec.ngb.army.mil/> and clicking on "Resident Courses" under the "Training" tab. From there you can click on individual courses to see course dates.


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FOR THE ADJUTANT GENERAL

Encl



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